



Information Technology Investment Board Finance and Audit Committee

DRAFT MINUTES

**Wednesday, February 8, 2006
2:00 a.m. – 3:30 a.m.**

**VITA Operations Center
3rd Floor James River Conference Room
110 South Seventh Street
Richmond, Virginia 23219**

Members Present

Scott Pattison, Chair
Jim McGuirk
Len Pomata

Members Absent

Walter Kucharski

Others Present:

Aneesh Chopra, Secretary of Technology
Lem Stewart, CIO
Barb Rudolph, Acting CFO
Dana Smith, Acting Controller
Peggy Ward, ITIB/VITA Internal Audit Services Director
Marcella Williamson, Executive Director of the ITIB
Billy Barbee, DPB
Hubert Harris, VEC
Christopher Doss, Alliance
Fred Norman, CVC, LLC
Karen Helderman, APA
Bill Tiernan, Virginian Pilot

Call to Order

Mr. Pattison, Chair, called the meeting of the Information Technology Investment Board Finance and Audit Committee to order at 2:00 p.m. and welcomed all. Three of the four committee members were present.

Approval of Minutes

Mr. Pattison presented the minutes of the October, 2005 Finance and Audit Committee meeting. It was noted there was a stray comment that should be removed.

A motion was made by Mr. Pomata, seconded by Mr. McGuirk and unanimously carried to approve the minutes with the comment removed.

Finance Report

Mr. Pattison called on VITA staff to present the Finance Report. VITA financial results as of December, 2005 were presented by Dana Smith. Ms. Smith observed that VITA was on track financially. Barb Rudolph and Lem Stewart reviewed rates for new services, Memoranda of Understanding, legislative budget development, and PPEA Contract financial update. The rates for the Enterprise Information Dashboard were presented and the Dashboard itself discussed.

A motion was made by Mr. McGuirk, seconded by Mr. Pattison, and unanimously carried to recommend that the ITIB approve the submission of the proposed Dashboard rates to JLARC.

Internal Audit Report

Peggy Ward reviewed the Corrective Action Plan for the 2005 APA "Performance" Audit Action Plan & the 2005 APA "Review of Controls Over Information Security" Audit Action Plan noting 5 actions have revised due dates. The Committee had an extensive discussion of the date for issuing the IT Strategic Plan and decided to leave it at March, 2006 rather than extending it to June so that only 4 actions will have revised due dates.

A motion was made by Mr. Pomata, seconded by Mr. Pattison, and unanimously carried to recommend that the ITIB approve the revised Corrective Action Plan amended to leave the date for issuing the IT Strategic Plan as March 2006.

Ms. Ward noted the following audit items:

- The 4 Findings from the "Review of Controls over Information Security" will be in the Statewide Single Audit Report issued around March.
- 2006 APA Audit of VITA is in progress; should conclude around March.
- 2006 APA Audit of Wireless E-911 will begin this month.
- 2006 APA Audit of Virginia Interactive will begin around March.
- 2 of VITA's Performance Measures have been selected for inclusion in APA's audit of COV Performance Measures
- 3 Customer Agencies (VDH, VDOT & VEC) have received APA management comments concerning "Obtain Assurance over Security and IT Infrastructure."

Ms. Ward reviewed the Internal Audit Services work plan, noting that completion dates have been extended for 4 audit projects and scheduling revised on 5 audit projects. An additional duty of staffing the CIO Evaluation Committee has been added.

Other Business

None

Public Comment

None

Adjourn

There being no further business, the committee meeting adjourned at 3:55 p.m.